

Welcome to the AMC Panel Management Tool User Guide. With this new tool you will be able to easily manage your panel relationships, online, with no delay. TALCB encourages you to read through this document to get a complete understanding of how the tool works, to help keep your business working.

STEP 1:

- First things first, **have you registered** with our online services in the past? You may have done this months or even a year ago when this website was first launched. Do you remember your log in information? Save time by using your original log in email and password. If you can't remember your password, you can reset it by following the link, "Reset your password here" below the password box. **If you have registered and remember your password, log in and go to step 3.**
- If you are a **current** licensee, and **have not registered** on our website before, then you first need to register with the new system. To register, click the "Register Here to set up a User ID in this new system – even if you have been a licensee for years!" link at the bottom of the homepage. **The email address you register with should be an address that you will ALWAYS have access to.**

The screenshot shows the Texas Real Estate Commission website. The header includes the commission's name and a navigation bar with links like Home, Contact Us, Forms, Laws, News & Public Data, Licenses, Education & Exams, Inspector Information, and Complaints. The main content area is titled "Online Services - Login and Registration" and contains a "Licensee or Applicant Login" section with fields for User ID (email address) and Password, a "Log On" button, and a "Reset your password here" link. At the bottom of the page, a green box contains the text: "You must first **REGISTER HERE** to get a User ID in this new system - even if you've been a licensee for years!". This text is circled with a red oval. The footer includes a W3C XHTML 1.0 logo and a link to "Contact TREC/TALCB".

- **NOTE** – if you cannot read the "CAPTCHA" words, click the link that says "Not readable? Get 2 more words" and reset the words as many times as you would like.
- You will then be asked to preview your registration and ensure that the information provided is correct. If it is, click "Save," if it isn't, click "Edit" and you will be taken back to the previous screen to edit your information.

- Once you click “Save” a temporary password will be sent to you via your User ID/email address from TREC/TALCB. Please go to the inbox of that email account and retrieve your temporary password from the email.
- This may take a few minutes. **If you do not get the email**, first check in your spam or junk folder, or scroll down in your inbox and check the time sequence to confirm it was not received earlier.
- You will need to **return to the registration home page**, click “Return” which will take you back to the homepage, or return to the homepage via this web address: <https://mylicense.state.tx.us> and log-on.

To log-on, type both your user name and password and click “Log On.” **The first time you log-on, you will use the temporary password that was sent to you in the email from TREC/TALCB.**

TEXAS REAL ESTATE COMMISSION
protecting consumers through programs of education, licensing and industry regulation

my license
online services

Home Contact Us, Agency Info Forms, Laws & Contracts News & Public Data Licenses: Apply/Renew Education & Exams Inspector Information Complaints, Consumer Info TREC Home TALCB Home

Registration Help Guide For education hours and license status: Search Licensee Info / Education

Online Services - Login and Registration

This is your starting point to apply/renew a license and to do things such as changing address information or license status.
Click the "REGISTER HERE" link below to get started.

Licensee or Applicant Login

* User ID:
(your Email Address - but first, REGISTER at lower left link if you haven't yet)

* Password:

Log On

Are your User ID and Password not working as you expected? [Reset your password here](#)

You must first **REGISTER HERE** to get a User ID in this new system - even if you've been a licensee for years!

The system will then prompt you to give yourself a new password. Fill out the fields and click “Save.”

You have completed registering and creating a username and password with TREC/TALCB.

- **NOTE – KEEP YOUR USER ID AND PASSWORD!** – This user ID and password are needed to log in every time you want to use our online services. DO NOT lose this information.

STEP 2

If this is your first time logging in to “My License Online Services” you will need to add your license to your account. The system will guide you through a three step process to help find your license information. Once you have confirmed your license information you will access the “Quick Start Menu.”

If you have already registered and added your license to your account you will access the “Quick Start Menu” automatically.

STEP 3

Welcome to the TREC/TALCB Online Services Main Menu! Please take a moment to familiarize yourself with a few features of the new main menu:

1. **The user profile.** This will give you access to update your user ID and password. This also allows you to add an existing license to your account.
2. **Contact Us.** This will allow you to easily send an email to us from within the system with an inquiry about your license. Please remember to include your license number when emailing the agency.
3. **License Information.** Allows you to see what TREC/TALCB has on record for your license.
4. **Change your license information.** This drop down menu gives you several options depending on your license. **From here you can manage your panel, including inviting new panelists and removing panelists.**
5. **Start a new application.** This will show you all of the applications that are available to new applicants. This feature is NOT for a license renewal.
6. **Incomplete Application.** This will appear when you have begun an application but did not complete it.

NOTE: “It’s time to renew!” will appear on your main menu within 90 days of your license expiring. If you are not within your renewal period, this option will not be available.

TEXAS REAL ESTATE COMMISSION
APPRAISER LICENSING & CERTIFICATION BOARD

Home Contact Us, Agency Info Forms, Laws & Contracts News & Public Data Licenses: Apply/Renew Education & Exams Inspector Information Complaints, Consumer Info

Logged in as [redacted] User Profile | Logoff | Contact Us

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished.
If you would like to add a license, please go to user profile

What would you like to do today?

Select one to begin

Change your license information

Salesperson [redacted] <Choose Application> [dropdown] **Select**

OR

Start a New Application

What are you applying for?

Texas Real Estate Commission - Application for Corporate Broker License **Select**

Texas Real Estate Commission - Application for LLC Broker License **Select**

Incomplete Applications (1) **Select**

License Information **Show Details**

License Number: [redacted]
License Type: [redacted]

STEP 4

- After selecting “Manage My Panel” from the drop down menu click select.
- Click next to continue to the Panel Management Tool after reading the introductions.

Introduction	Manage AMC Panel - Introduction
Manage My Panel	The AMC is required to notify TALCB of its appraisal panelists after the AMC registration has been approved and must maintain a list of appraisers on the AMC's panel. The AMC may add or remove panelists using this management tool.
Application Summary	Panelists must be licensed/certified with TALCB.
Click "Next" to continue.	
Click "Cancel" to cancel this application and return to the main menu.	
<div>Next Cancel</div>	

- On the “manage My Panel Page” you can access your current list of panelists and invite new panelists. To invite new panelists, click “Invite Panelist”

Introduction	Manage AMC Panel - Manage My Panel																
Manage My Panel	To add an appraiser to the AMC's panel, you may click on the "Invite Panelists" button. You can obtain a list of Texas Appraisers by utilizing the search function. You can narrow your search by selecting: <ul style="list-style-type: none">• License Type• License Number• City• County• Name Once you have selected an appraiser(s) you may customize your invitation request in Step 3. Once your invitation message is complete, you should click "Invite" to continue.																
Application Summary	To remove a Panelist from the AMC's panel, the panelist or the AMC may click on the "Remove" button under the action field and press the "Next" button. There is no fee to remove an invited panelist. The removal of an active panelist does require a fee.																
*Note: The "filter" button is only applicable for searching members that already exist on your panel.																	
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<div>Previous Next Cancel</div>																	

- Once the text box opens, enter your search criteria. Click “Search”.
- After the search is complete, select your panelist. Click “Invite” button.

Logged in as Jasper, Amy [User Profile](#) | [Logout](#) | [Contact Us](#) | [User Guide](#)

Introduction **Manage AMC Panel - Manage My Panel**

Manage Application

Invite Panelist

The license type and one other field are required to conduct a search. To return to the panel list at any time click 'Cancel'. Select desired party from your search result to extend an invitation. Complete Item 3 and 4. Each selection requires a fee.

Step 1: Search

License Type State
 License # City
 License Rank County
 First Name Surname

Search **Cancel**

Step 2: Select Panelist

License #	License Expiry	License Type	License Status	Name
<input type="checkbox"/> 103514	10/31/2012	APCR	Current	SMITH, PETER MARK

- After selecting your preferred panel members compose your invitation and click "Invite".

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 First Name Surname

Search **Cancel**

Step 2: Select Panelist

License #	License Expiry	License Type	License Status	Name
<input checked="" type="checkbox"/> 103514	10/31/2012	APCR	Current	SMITH, PETER MARK

Step 3: Compose Invitation

Subject

Message

Step 4: Send Invitation **Invite** **Cancel**

NOTE: The invitations will not be sent to panel members until payment is received by the agency. Payment for inviting the panelist can be made after clicking “Invite”.

STEP 4:

- After clicking invite, select next to continue to attestation before payment.

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[Introduction](#)
[Manage My Panel](#)
[Application Summary](#)

Manage AMC Panel - Manage My Panel

To add an appraiser to the AMC's panel, you may click on the "Invite Panelists" button. You can obtain a list of Texas Appraisers by utilizing the search function. You can narrow your search by selecting:

- License Type
- License Number
- City
- County
- Name

Once you have selected an appraiser(s) you may customize your invitation request in Step 3. Once your invitation message is complete, you should click "Invite" to continue.

To remove a Panelist from the AMC's panel, the panelist or the AMC may click on the "Remove" button under the action field and press the "Next" button. There is no fee to remove an invited panelist. The removal of an active panelist does require a fee.

*Note: The "filter" button is only applicable for searching members that already exist on your panel.

Filter List

Name	License #	Panel Status	Effective Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	From: <input type="text"/> To: <input type="text"/>

[Apply Filter](#) [Clear Filter](#)

Filtered Records: 1
Panel Members: 1
Showing: 1

Name	License #	Panel Status	Effective Date	Actions
XXXXXXXXXX	XXXXXX	Invited (Fee Pending)		View UNDO Invite

[Invite Panelist](#) [Download List](#) [Review Changes](#)

[Previous](#) [Next](#) [Cancel](#)

- **NOTE:** Repeat steps to invite multiple panelists in a single application to avoid having to make multiple \$10.30 payments. Pay at one time after creating invitations for all panelists.

STEP 5:

- Manage AMC Panel – Attestation, select “yes” and then click next to continue to payment.

- | | | | |
|---|--|------------------|-----------------------|
| Introduction | Manage AMC Panel - Application Summary | | |
| Manage My Panel | Review the data and press "Submit" to submit this application. | | |
| Application Summary | Press "Previous" to the return to the previous section. | | |
| | Press "Cancel" to cancel this application and return to the main menu. | | |
| Manage AMC Panel Summary | | | |
| License Type: | Appraisal Management Company | | |
| Application Date: | 06/29/2012 (mm/dd/yyyy) | | |
| Panel Modification Details | | | |
| Invited (Fee Pending) | | | |
| | Name | License # | Panel Status |
| | XXXXXXXXXXXXXXX | XXXXXX | Invited (Fee Pending) |
| | Effective Date
License # 1000313
License 10/31/2012
Expiry
License Status Current
Address
AUSTIN
TRAVIS
TX 78757
Phone Number
Extension
Email Address
Subject Appraisal Management Company Panel Invitation
Message An Appraisal Management Company (AMC) has sent this invitation to add you to their panel. To accept the invitation you must do so on the TALCB website at www.talcb.texas.gov. If you have not registered on the "My License Online Services" feature, you must do so first by clicking the "Register Here" link to set up a User ID at the bottom of the "My License Online Services" homepage. Once you have registered, an email with your temporary password will be sent to your email address of record. You may then enter your email address and temporary password and click on the "Log On" button. For step by step instructions, please use the Registration Help Guide. If you have forgotten your password, you may click the "Reset Your Password Here" link to obtain a new password. An Appraisal Management Company (AMC) is an entity authorized to provide appraisal management services as defined by Chapter 1104 of the Texas Occupations Code. AMC's operating in the state of Texas must register with TALCB who has jurisdiction over AMC's operating in the state of Texas. *****This is an automated email. Please Do Not Respond To This Email Address. | | |
| <div> Previous Submit Cancel </div> | | | |

- ## STEP 6:

- After making payment, you can log in, select manage my panel, and manage current panel relationships.
- You can filter your panel members, and search by license number.
- Select under “Actions”, remove, view, undo invite.

Logged in as Jasper, Amy

User Profile | Logout | Contact Us | User Guide

Introduction

Manage My Panel

Application Summary

Manage AMC Panel - Manage My Panel

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Invite PanelistDownload ListReview Changes

Previous

Next

Cancel